

12.826 PROCESSING PAYROLL/TIMEKEEPING

Reference:

Cincinnati Municipal Code Chapter 308 - Employment
Regulations
 Procedure 12.815 - Court Appearance
 Procedure 12.820 - Compensation for Court Attendance
and Hearings
 Procedure 12.825 - Compensatory Time and Paid
Overtime
 Procedure 16.130 - Nonsworn Employee's Daily Time
Forms
 Procedure 19.140 - Outside Employment
 FOP/City Labor Agreement
 AFSCME/City Labor Agreement
 Cincinnati Police Department Payroll Storage System
 User Manual (User Manual)

Purpose:

Provide guidelines to instruct personnel in the use of the Department's payroll database storage system.

Facilitate the entry and tracking of payroll and compensatory time.

Administer and process compensatory time as outlined in Procedure 12.825, Compensatory Time and Paid Overtime.

Policy:

Record all compensatory time earned and used as outlined in the User Manual.

Procedure:

A. Security

1. Information Technology Management Unit (ITMU) is responsible for the integrity and security of the payroll database storage system.
 - a. ITMU will assign timekeepers a user login ID and a password to access the payroll database.

- 1) A timekeeper's password and login ID will be changed when directed by district/section/unit commanders. ITMU will make the change according to its standard operating procedure (SOP).

B. Entering Data

1. Timekeepers will enter data from approved Forms 25S, Application for Leave of Absence, and Forms 68P, Overtime and Court Appearance Report, into the payroll database storage system as directed by the User Manual.

C. Reports

1. During the first pay period of each year, Fiscal and Budget Section will distribute a list of reporting periods and due dates for completing the Payroll Attendance Report (PAR).
2. For each reporting period, timekeepers will:
 - a. Prepare, in duplicate, a bi-weekly computerized PAR using the payroll database storage system.
 - b. Fax a copy of the PAR to Fiscal and Budget Section by 1600 hours on the Monday following the end of the payroll period.
 - c. Send the original PAR to Fiscal and Budget Section.
 - d. File a copy of the Payroll Attendance Report (PAR).
3. If the Monday following the end of the payroll period falls on a holiday, the fax copy of the PAR is due to Fiscal and Budget Section no later than 1000 hours the following day.
 - a. If an error is found once the PAR is submitted, prepare a Form 17 requesting a payroll correction.

4. Every reporting unit will complete and file a bi-weekly Form 435, Paid Overtime Report, for increment overtime, court overtime, police visibility overtime (PVO), recalls, and Special Weapons and Tactics recalls.
 - a. District/section/unit commanders will review the Form 435 and forward it to Fiscal and Budget Section.
5. Detail Coordination Unit (DCU) is responsible for contingency overtime details other than PVO and will complete a Form 435.
 - a. Officers working a contingency overtime detail handled by DCU will submit a Form 68P to their unit timekeeper for data entry and fax a copy of the Form 68P to DCU.

D. Compensatory Time Balances

1. Every reporting unit will prepare and file a bi-weekly Compensatory Time Balances Report for each payroll period.
 - a. Balance the unit's Compensatory Time Balances Report with the City's Leave Balances Report.
 - 1) If the time sheets do not balance, prepare a Form 17 to explain and correct any discrepancies.
2. Post a copy of the City's Leave Balances Report to be used as a reference by supervisors and personnel when granting and requesting time off.
 - a. Upon an individual's transfer, the unit's timekeeper will print out and file in the individual's payroll folder a current Compensatory Time Balances Report.
3. Fiscal and Budget Section is responsible for the following reports

- a. Selling of compensatory/holiday time
 - 1) Personnel selling compensatory or holiday time must complete a Form 25S in addition to signing the computer printed form listing the number of hours and specifying either compensatory or holiday time.
- b. Selling of sick time
 - 1) Personnel selling sick time must sign a preprinted Form 17 authorizing the deduction of sick time.
- c. Shift differential hours reported in November for payment in December.
- d. Surveillance Allowance Report sent in January

E. Backup of Data

- 1. ITMU will backup payroll storage system data on a daily basis per its SOP.
- 2. ITMU will rotate payroll storage system data to an off site storage facility on a weekly basis per its SOP.